

Dow High School Music Boosters Board Meeting
Tuesday October 9, 2018, 6:00 pm

- 1) Call to Order – Michael Hales
- 2) Review and Approval
 - a. Treasurer’s Report – Carolyn Southwick
 - b. September Minutes – Karen Rhee
- 3) Old Business
- 4) New Business
 - a. 2018 – 2019 Budget – Carolyn Southwick / Michael Hales
 - b. Financial Reconciling Review – Kristin Bond
 - c. Fund Raising Sponsorship – Michael Hales / Jen Pisarczyk
 - d. Marching Band Showcase – Kim Walden
 - e. RenFair – Kim Birch
 - f. Fruit Sale – Jen Pisarczyk
- 5) Director Reports –Thoms / DeRees / Gardner-Northrop
- 6) Adjourn

Next Meeting: Tuesday, November 13, 6:00 pm

Marching Band Showcase

Advertising and programs are all set. Programs will be picked up this week. We have a few volunteer spots left open, but I just sent Mrs. Bruski an email requesting the Sign Up Genius link be resent to parents to help fill the few spots that are still vacant.

The event will be at Midland Community Stadium. There will be three tent/shelters that will be used by MCTV, those recording the bands and the announcer. The sound system is being handled by a contracted company and Mr. Albright has said they are all set to provide audio for Showcase.

Financial Reconciliation Review

Last week I met with Carolyn and reviewed 15 transactions covering the 2017-2018 activity for the Dow High Music Boosters. I selected 2 deposits, 11 checks, and 2 Visa transactions. The selections were verified against the bank statements and reviewed for proper support and approval. All 15 entries tied out between the check register and the bank statements. One Visa transactions was missing the supporting receipts. Carolyn reached out to the previous treasurer to inquire about the receipt. It was determined that the Visa purchase was for food to feed the judges for a choir festival, and the receipts were texted to the previous treasurer. However, her phone died before the receipts were printed and placed in the binder.

Overall the records are well kept and outside of the budget concern previously discussed I have no issues to report. The missing Visa support appeared to be a one-off situation.